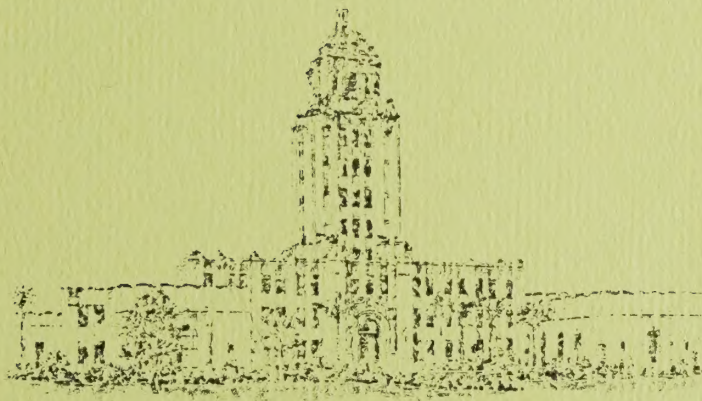


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## CITY OF BEVERLY HILLS



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## INFORMATIONAL BOOKLET

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CITY OF BEVERLY HILLS  
CITY COUNCIL

CHARLES ARONBERG, M.D., MAYOR

EDWARD I. BROWN, VICE-MAYOR

RICHARD A. STONE, COUNCILMEMBER

DONNA ELLMAN, COUNCILMEMBER

JOSEPH N. TILEM, COUNCILMEMBER





## HISTORY

The history of Beverly Hills is the history of California itself. Quiet countryside populated by peaceful Indians was invaded by Spanish explorers. Families came in, land grants were made, and the Rancho became a way of life. Open grazing land became tilled fields; land booms came and went; oil fields were replaced by homes, and cities grew--among them, Beverly Hills.

More than one hundred years ago a grant, with limits almost identical with the limits of Beverly Hills, was assigned under the name of El Rancho Rodeo de las Aguas--"The Ranch of the Gathering of the Waters." Streams cascading down Coldwater and Benedict Canyons (then known as Canada de las Aguas Frias and Canada de los Encinos), gathered near the southern boundary where clear springs bubbled and a "Cienega", or swamp, formed in the rainy season. These streams have subsided and the Cienega is gone, but the beauty of the primitive area has a modern counterpart today.

A short one hundred and thirty-seven years separate the first known white man's vision of the site of the City-to-be and the opening of the subdivision of Beverly Hills in January, 1907. In August of 1769 a contingent of men under the leadership of Captain Gasper De Portola, Spanish Governor of the Californias, left their camping place, now known as Los Angeles, on the Rio De Nuestra Senora De Los Angeles De Porciuncula and traveled an Indian trail, now Wilshire Boulevard, to press their exploration of the province of Alta California for the King of Spain. Father Junipero Serra, destined to become one of the most famous men in California history, was a member of this expedition, but he had remained behind at San Diego to proceed northward by boat at a later date.

For almost forty years thereafter the only happenings in the area were the passage of Indians, explorers, and missionaries. Even the cession of California to the United States by the Treaty of Guadalupe Hidalgo in 1848 and its admission to the Union as a State in 1850 went relatively unnoticed.

In 1852 Maria Rita Valdez De Villa petitioned for confirmation of patent granted in 1838 for one league (4539 acres) of the area. The house Maria had built stood somewhere near the present northwest corner of Sunset Boulevard and Alpine Drive. Maria had been widowed over twenty-five years before that time and had been left with a large family, the progeny of her soldier husband, Vincente Ferrer Villa. The name of Villa passes from the history of the immediate area in 1854 when Maria sold the Rancho for about \$4,000, of which \$3,000 was promised for payment in the future. However, the family maintained its "city" home in the pueblo of Los Angeles for some years thereafter on the present site of the federal building at Temple and Main Streets.





## HISTORY, continued

Rancho Rodeo De Las Aguas was purchased from Maria by Major Henry Hancock, a New Hampshire attorney who came to California in the gold rush of '49, and Benjamin Davis Wilson, a native of Nashville, Tennessee. "Don Benito" Wilson subsequently loaned his name to Mount Wilson and his talents first to the City of Los Angeles as Mayor and then to the State of California as a State Senator. Major Hancock donated his name to the present-day Hancock Park, served as the first Los Angeles County Surveyor and, later, as a State Assemblyman.


Wheat, cattle, oil, and wool, in that order, were the products of the Rancho until 1868 when Dr. Edward Preuss, a native of Louisville, Kentucky, purchased over 3600 acres of it at a price of \$10,775 for the development of a city to be known as the "Town of Santa Maria." Lots were platted of about five acres each and placed on the market at \$10 each, but dry weather came and the land reverted to the sheep.

The land next passed into the hands of Charles Denker and Henry Hammel, proprietors of the United States Hotel at Main and Market Streets in Los Angeles, and became "one vast field of lima beans," supplying the culinary needs of the owners' hotel. Many of the present residents of the City can remember the bean fields, cut through with a train track to Santa Monica which passed a station called "Morocco" located in what is now Beverly Hills. The steam train was replaced by an electric trolley in 1896, but the era of peaceful beanfields survived until the turn of the century when the land was sold for oil development.

In 1906, after the oil drilling ventures of the Amalgamated Oil Company proved unprofitable, the Rodeo Land and Water Company was formed under the guidance of Burton E. Green for the development of the property as a subdivision. A city was planned with wide streets of easy sweeping curves lined with Palm, Acacia, Eucalyptus, and Pepper trees. It was named Beverly Hills by Green and his associates, after Beverly Farms, Massachusetts, where Green lived. Settlement was slow at first, and in 1914 it was necessary for P.E. Benedict to allow his land in Benedict, Franklin, and Higgins Canyons to be added to the community so that its population could meet the 500 figure required for incorporation as a city.

In 1919 Douglas Fairbanks and Mary Pickford launched the migration of motion picture people into Beverly Hills when they purchased land and built their famous home known as "Pickfair." In 1925 the citizens voted a \$100,000 bond issue to join with Los Angeles, Santa Monica, and Venice in purchasing a 385 acre campus site for UCLA. Will Rogers became the first and only honorary Mayor of the City in 1925, and in 1931 City Hall was built. It is worthy of note that the property tax rate in the City was \$1.00 per \$100.00 of value for the first seven years of its life. The 1961-1962 rate was \$0.95 per \$100.00 for a \$7,500,000 City Budget.





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## HISTORY, continued

From a population of 29 at the time of the first census in 1836, 550 at time of incorporation in 1914, and 18,000 in 1930, the City had grown to over 32,000 at the time of the 1960 census. According to the State Department of Finance, the 1979 population is 33,400.

The period since World War II has seen the growth of an outstanding business and financial section which joins with beautiful homes to create a complete city. Imposing banks, exclusive shops, superlative hotels, and brokerage houses stand side by side. Over 76,000 people work in the City. More than 500 business licenses have been issued for doctor's offices and more than 650 for attorney's offices. A full complement of service clubs and professional organizations serve the needs of these people.

However, the growth of the commercial area has not lessened the beauty and desirability of the residential area. A high level of municipal services, parks, a library, recreation programs, schools, and churches all contribute to make Beverly Hills the "Garden Spot of the World."







MEANING  
of the  
CITY SEAL

The heraldic meaning of the City Seal is as follows:

The Lion of Leon and the Castle of Castile represent the Spanish rule over what is now the State of California from 1542 to 1821. The Eagle holding the Serpent represents the period of Mexican sovereignty over what is now the State of California 1822 to 1846. The Bear Flag represents the California Republic of 1846 and the State of California as one of the United States of America. The Shield of Stars and Stripes represents the status of the City of Beverly Hills as a City of the United States of America. The City Hall represents the seat of local government in the City of Beverly Hills. The five-pointed Star represents the City Council of five members, the governing body of the City of Beverly Hills.





## FACTS AND FIGURES

INCORPORATION	January 28, 1914
CLASSIFICATION	General Law City
FORM OF GOVERNMENT	Council-City Manager
LOCATION	Eight miles from the Civic Center in Los Angeles and six miles from the Pacific Ocean, entirely surrounded by the City/County of Los Angeles.
AREA	5.69 square miles
CLIMATE	Average temperature, maximum 72 degrees; minimum 52 degrees. Annual average rainfall--15". Elevation--125 to 1500 feet above sea level.
NUMBER OF EMPLOYEES	Regular and Temporary: 835
POPULATION	1979 - 33,400 Registered Voters 20,449
ASSESSED VALUATION	(1978-79 FY) 548,601,160
PUBLIC SCHOOLS	Beverly Hills High School 241 Moreno Drive  Beverly Vista School 200 S. Elm Drive  El Rodeo School 605 Whittier Drive  Hawthorne School 624 N. Rexford Drive  Horace Mann School 8701 Charleville Boulevard  Beverly Hills Unified School District Administrative Offices 255 South Lasky Drive





BEVERLY HILLS REPRESENTATIVES IN FEDERAL, STATE, AND COUNTY OFFICES

REPRESENTATIVE IN UNITED STATES CONGRESS -- DISTRICT 23

Congressman Anthony C. Beilenson  
House Office Building  
Washington, D.C. 20515

Local Address:  
11000 Wilshire Boulevard  
Suite 14223  
Los Angeles, CA. 90024

Tel. # 824-7801

CALIFORNIA STATE SENATOR -- DISTRICT 22

Senator Alan Sieroty  
State Capitol  
Sacramento, CA. 95814

Local Address:  
11340 W. Olympic Boulevard  
Los Angeles, CA. 90064

Tel. # 479-4244

CALIFORNIA STATE ASSEMBLYMAN -- DISTRICT 43

Assemblyman Howard L. Berman  
State Capitol  
Sacramento, CA. 95814

Local Address:  
520 S. Sepulveda  
Suite 406  
Los Angeles, CA. 90049

Tel. # 476-7646

COUNTY BOARD OF SUPERVISORS -- DISTRICT 3

Supervisor Edmund D. Edelman  
Hall of Administration  
500 W. Temple Street  
Los Angeles, CA. 90012

Tel. # 974-3333





## CITY BUILDINGS AND FACILITIES

### CITY HALL

450 N. Crescent Drive

#### Field Offices:

Refuse Division  
Service Center, Street Division Yard,  
Parking Meter Shop, and Street Trees  
Superintendents' Offices  
Vehicle Shop and Electrical Shop

330 N. Foothill Road  
9268 W. Third Street  
9298 W. Third Street  
331 N. Foothill Road

### CITY LIBRARY

444 N. Rexford Drive

### FIRE DEPARTMENT

Main Station No. 1  
Station No. 2  
Station No. 3

445 N. Rexford Drive  
1100 Coldwater Canyon  
180 S. Doheny Drive

### RECREATION FACILITIES:

LaCienega Park  
Tennis Courts

8400 Gregory Way  
300 So. LeDoux

Roxbury Park  
Tennis Courts & Lawn Bowling  
Senior Citizens Center

401 S. Roxbury Drive  
471 S. Roxbury Drive

### PARKS:

Coldwater Park  
Greystone Park  
Will Rogers Park  
Beverly Gardens Park

1100 N. Beverly Drive  
501 Doheny Road  
9560 Sunset Boulevard  
North Roadway, Santa Monica  
Boulevard from Doheny Dr.  
to Wilshire Boulevard

### MINI-PARKS:

Maltz Park  
Oakhurst Oaks  
Reeves Park  
Rexford Rest

9800 Sunset Boulevard  
120 S. Oakhurst Drive  
125 S. Reeves Drive  
362 N. Rexford Drive

### PARKING STRUCTURES AND SITES:

"A" Lot  
"B" Structure  
"C" Structure  
"D" Lot  
"P" Structure (under construction)  
"Q" Structure  
"R" Lot  
"T" Lot

9360-9361 Dayton Way  
355 N. Rodeo Drive  
216 S. Beverly Drive  
438 N. Beverly-439 N. Canon  
461 N. Bedford Drive  
430 N. Camden Drive  
435 N. Beverly Drive  
240 N. Beverly-241 N. Canon





LIST OF PAST AND PRESENT TRUSTEES,  
COUNCILMEN, AND MAYORS OF BEVERLY HILLS

<u>ELECTION</u>	<u>YEARS SERVED</u>	<u>BOARD OF TRUSTEES (2 Year Terms)</u>
1914	1914 - 1916	*Gould, Wm. T. President 1914
	1914 - 1915	*Moffett, T.J.
	1914 - 1922	Hunnewell, W.B.
	1914 - 1922	Benedict, Pierce E. President 1916, 18, 20
	1914 - 1916	*Anderson, Charles B.
	1915 - 1916	*Parker, Force
	1916 - 1916	Pillsbury, A.C.
	1916 - 1916	Shell, J. E.
1916	1916 - 1923	*Hedley, George H.
	1916 - 1920	Hill, J.H.
	1916 - 1919	*Stevens, Henry J.
1918	1919 - 1919	*Aull, Frank N.
	1919 - 1928	Spalding, S.M. President 1922, 24, 26
1920	1920 - 1921	*Rowe, Sidney C.
	1921 - 1927	*Pabst, Norman A.
1922	1922 - 1923	*MacKinnon, Hector D.
	1922 - 1926	McCartney, Orman E.
	1923 - 1924	Woods, W.E.
	1923 - 1928	Spence, Edward E.
1924	1924 - 1928	Woodill, Gilbert
1926	1926 - 1928	Schwab, Paul E.
	1927 - 1928	Record, W.E.

\*\*\*\*\*

CITY COUNCIL

First Mtg. of City Council, August 1927

1928	1928 - 1929	*Spalding, S.M. 1928
	1928 - 1941	Spence, Edward E. 1933, 34, 35, 36, 37, 38, 39, 40
	1928 - 1932	Record, W.E.
	1928 - 1943	Cook, Fred L.
	1928 - 1933	*Schwab, Paul E. 1929, 30, 31, 32
	1929 - 1929	Longyear, W.D.
1930	1930 - 1934	*Shelton, F. M.
1932	1932 - 1944	Kennedy, J.L. 1941
	1933 - 1948	Dentzel, E.P. 1946, 47
1934	1934 - 1938	*Burnaby, Frank H.

Legend: \*Resigned

Date after name indicates year served as Mayor



CITY COUNCIL

<u>ELECTION</u>	<u>YEARS SERVED</u>	
1936	1937 - 1945	Cook, Kennedy & Spence re-elected *Erb, Arthur L. 1942, 43, 44, & 45
1938		Dentzel & Erb re-elected
1940	1941 - 1943	Cook, Kennedy & Spence re-elected *Pratt, Arthur E.
1942	1943 - 1944 1943 - 1948	Dentzel & Erb re-elected Barton, Paul W. Alton, Edward
1944	1944 - 1946 1945 - 1948	*Reade, Otho D. *Deaton, John G.
1946	1946 - 1948	*Payne, Roy L Dentzel re-elected- for two year term
1948	1948 - 1952 1948 - 1952 1948 - 1952 1948 - 1953 1948 - 1958	Cotterell, Sidney H. Gerth, Otto A. 1948 & 49 Olson, Dean, 1951 McConnell, F. Britton, 1950 Fischer, F.E., 1953 & 57
1950		Fischer & McConnell re-elected
1952	1952 - 1960 1952 - 1960 1952 - 1960 1953 - 1957	Tannenbaum, David, 1952, 56 & 57 *George, General Harold L., 1954 Davis, George W., 1955, 58, & 59 *Firestone, Leonard K
1954		Firestone & Fischer re-elected
1956	1957 - 1964 1957 - 1958	Davis, George & Tannenbaum re-elected Darling, Hugh W., 1960 Silberberg, Mendel B.
1958	1958 - 1962 1958 - 1961	Freeman, Jack, 1961 Brooks, Lon
1960	1960 - 1962 1960 - 1968 1961 - 1962	*Dulin, Robert M. Watson, Leroy H., 1962 McNeil, Lawrence
1962	1962 - 1966 1962 - 1970 1962 - 1964	Horwin, Leonard, 1964 Clapp, Frank, 1965, 69 Gunther, Eugene W., 1963
1964	1964 - 1968 1964 - 1976	Leopold, A. Fredric, 1967, 71 Stuchen, J.M., 1966, 70





CITY COUNCIL

<u>ELECTION</u>	<u>YEARS SERVED</u>	
1966, 70, 74	1966 - 1978	Slaff, George 1968, 1975
1968, 72, 76	1968 -	Stone, Richard A., 1972, 1977
1970	1970 - 1974	Seaton, Phyllis, 1973
1972, 76	1972 -	Aronberg, Charles, 1974, 1979
1974, 78	1974 -	Ellman, Donna, 1976
1976	1976 -	Tilem, Joseph N., 1978
1978	1978 -	Brown, Edward I.

Date after name indicates year served as Mayor





CITY OF BEVERLY HILLS

PRESIDENT OF BOARD OF TRUSTEES AND MAYORS, BY YEAR OF OFFICE

PRESIDENT: (2 year terms)

1914	William T. Gould
1916	Pierce E. Benedict
1918	" "
1920	" "
1922	S. M. Spalding
1924	" "
1926	" "

CITY COUNCIL WAS FORMED & MET ON August, 1927 for the first time.

MAYOR: (One year term)

1928	S. M. Spalding
1929	Paul E. Schwab
1930	" "
1931	" "
1932	" "
1933	Edward E. Spence
1934	" "
1935	" "
1936	" "
1937	" "
1938	" "
1939	" "
1940	" "
1941	J. L. Kennedy
1942	Arthur L. Erb
1943	" "
1944	" "
1945	" "
1946	E. P. Dentzel
1947	" "
1948	Otto A. Gerth
1949	" "
1950	F. Britton McConnell
1951	Dean Olson
1952	David Tannenbaum
1953	Floyd E. Fischer
1954	Gen. Harold L. George
1955	George W. Davis
1956	David Tannenbaum
1957	" "
1958	George W. Davis
1959	" "
1960	Hugh W. Darling
1961	Jack Freeman
1962	Leroy H. Watson, Gen.



CITY OF BEVERLY HILLS

LIST OF MAYORS, BY YEARS, Continued

MAYOR (One Year Term)

1963	Eugene W. Gunther
1964	Leonard Horwin
1965	Frank Clapp
1966	J. M. (Jake) Stuchen
1967	A. Fredric Leopold
1968	George Slaff
1969	Frank Clapp
1970	J. M. (Jake) Stuchen
1971	A. Fredric Leopold
1972	Richard A. Stone
1973	Phyllis Seaton
1974	Charles Aronberg, M.D.
1975	George Slaff
1976	Donna Ellman
1977	Richard A. Stone
1978	Joseph N. Tilem
1979	Charles Aronberg, M.D.
1980	
1981	
1982	
1983	
1984	
1985	
1986	
1987	
1988	
1989	
1990	





## CITY GOVERNMENT IN BEVERLY HILLS

Beverly Hills is a general law city governed by a five-member City Council. Every even numbered year either two or three members are elected at large to serve four-year terms. Each April, the Council meets and chooses one of its members as Mayor and one as Vice Mayor. The Mayor is the presiding officer of the Council.

The City Council employs the City Manager to carry out Council policies and to serve as executive officer for the City. Professionally qualified and experienced personnel head the departments providing municipal services to the public.

## AGENDA FOR FORMAL COUNCIL MEETINGS

At each regular meeting the Council follows an Agenda which is prepared the preceding Friday according to an order of business fixed by ordinance. Copies of the Agenda are delivered to the Council prior to the meeting and are available to the public in the City Clerk's Office, Room 102, Monday and Tuesday before the meeting and in the Council Chamber the night of the meeting. An information copy is filed at the Library Reference Desk in the City Library. The report from the City Manager includes actions taken and recommended on such matters as: tentative & final maps, encroachment permits, acceptance of bids, permits requiring Council approval, acceptance of contract work, etc. All of these matters have been thoroughly investigated by the staff so that the Council can have all available facts before making a decision. Public hearings are scheduled early in the meeting, when possible, to accommodate the public.

## ACTIONS

Business presented to the Council is disposed of by one of the following actions:

### Ordinances:

An ordinance, or amendment to an ordinance, is a "legislative act" and, with few exceptions, requires two readings at two separate Council meetings after which it is published. Ordinances take effect 31 days after their final passage. An ordinance is the most binding and permanent type of Council action and may be repealed only by a subsequent ordinance.

### Resolutions:

A resolution is a formal written action of the Council on ministerial, administrative or executive matters. It requires only one reading, becomes effective on adoption, and may be changed by a subsequent resolution.





## MOTIONS

A motion is an informal oral action of the Council ordinarily used to indicate majority approval of a procedural action such as to file a report, to authorize administrative officials to take certain actions, call for bids or purchasing items, or to authorize the disposition of departmental items of business on the agenda.

## VOTE REQUIRED

Ordinances, where **ordinance is** required by law, resolutions and orders for the payment of money, require the votes of at least three Councilmembers for passage. Otherwise a majority of those present is sufficient.

## REFERRAL

When the Council is not prepared to take definite action or when further study is needed, the Council may refer the matter to a commission, committee or to an administrative official for study and subsequent report.

## COUNCIL PROCEDURE

Procedure in the Council as well as the decorum of all persons participating in Council meetings is governed by Robert's Rules of Order and the rules regulating procedure at Council meetings set forth in the Beverly Hills Municipal Code.

## CITIZEN PARTICIPATION

Any interested person or his authorized representative may address the Council regarding matters referred to in the Report From the City Manager or during any public hearing or under the item on the Agenda entitled "Oral Communications from the Audience." Experience has shown that routine matters often can be handled faster if taken up directly with the department providing the service prior to the formal Council meeting.

Many public-spirited citizens of Beverly Hills give freely of their time to assist and advise the City Council in the handling of the many difficult problems confronting the legislative body. The City Council appoints members to the following commissions:

### ARCHITECTURAL COMMISSION:

Seven -member commission which meets the first Monday of the month in the afternoon in the Council Study Room. The department liaison is the Planning Department.



#### CIVIL SERVICE COMMISSION

A three-member commission which meets usually the third Monday of the month in the Council Conference Room. The department liaison is the City Manager's Office, Personnel Services.

#### PLANNING COMMISSION

A five-member commission which meets the fourth Monday of the month at 7:30 in the evening in the Council Chamber. The department liaison is the Planning Department.

#### SOLICITATIONS ADVISORY COMMISSION

A five-member commission which meets the fourth Tuesday of the month in the Police Chief's office. The department liaison is the Police Department.

#### TRAFFIC AND PARKING COMMISSION

A seven-member commission which meets the second Thursday of the month in the Council Chamber. The department liaison is the Traffic and Parking Department.

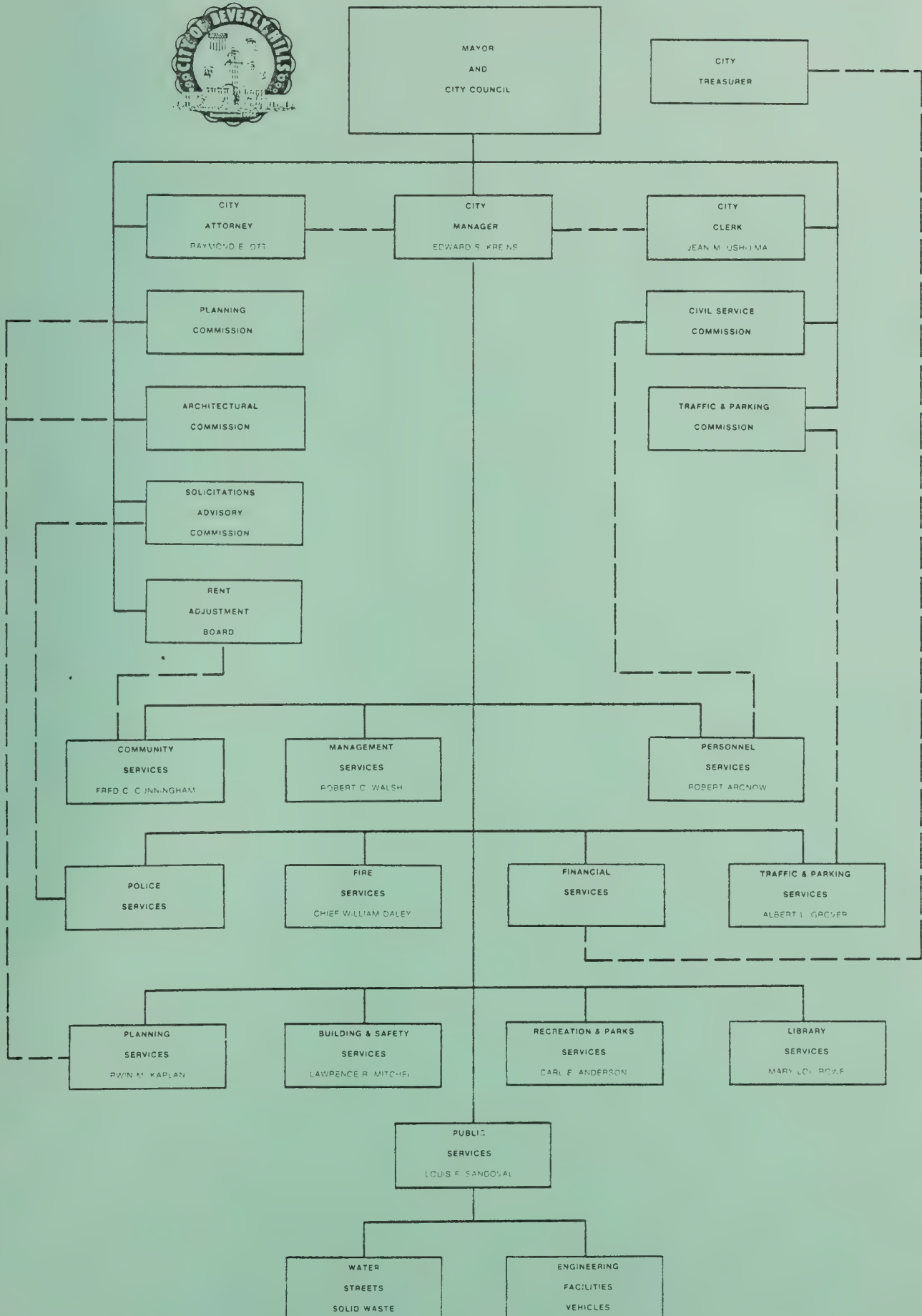
#### COMMITTEES

Committees are appointed for tenure of the need, to act in an advisory capacity in such matters as street trees, recreation and youth activities, social welfare, medical, street lighting, subdivision, elections, oil, etc.





# CITY OF BEVERLY HILLS ORGANIZATIONAL CHART





CITY OF BEVERLY HILLS  
AREAS OF RESPONSIBILITY

Page i

Telephone #550-\_\_\_\_\_

1. CITY COUNCIL

Mayor	4705
City Council	4705

2. CITY MANAGER'S OFFICE

City Manager-Supervises and directs all departments	4707
---	------

Assistant to City Manager/Community Services	4815
--	------

Annual Report

*Beverly Hills Arts Council*

CATV Activities

*Chamber of Commerce*

Community groups and organizations liaison

COMMUNITY SERVICES NEWSLETTER

High School and college intern program

Human resources activities and organizations

Legislation review

*Maple Center*

Media Liaison

*School District*

Social service agencies liaison

Executive Assistant	4818
---------------------	------

Budget Assessments and Coordination	4817
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Administration

Coordinates all divisions of Management  
Services

Maintains and controls energy usage by City

Auditing Division--internal financial &  
operational audits

Communications Division--City's radio & tele-  
phone network liaison

Data Services Division--automated information services for all City activities	4841
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Procurement and Services Division

Purchasing	4832
------------	------

Central Stores	4836
----------------	------

Printing/Duplicating Shop	4836
---------------------------	------

(Organizations or Commissions for which City department is liaison  
is designated in italics.)





2. CITY MANAGER'S OFFICE (Continued)

Assistant to City Manager/Personnel Services	4837
Affirmative Action Program	
Blood Bank	
<i>Civil Service Commission</i>	
Compensation Plan	
Employees' benefit administration	
Meet and confer meetings	
NEWSLETTER	
Processing of newly hired employees	
Recruitment, testing	
Retirement	
Risk Management	4929
Safety Program (CAL OSHA)	
Workers' Compensation questions and followup	4929, 4837

3. BUILDING AND SAFETY DEPARTMENT

Building questions	4915, 4928
Certificate of Tenancy	4928
Inspections for private property: building, plumbing, hearing, electrical, grading, signs, etc.	4915
Permits for above, plus after-hours work, sandblasting	4915
Noise Ordinance enforcement	4927
Plan Check	4928
Problems involving private property	4927, 4928
Sign information	4928
Zoning information	4928

4. CITY ATTORNEY'S OFFICE

Renders legal advice to City Council, Commissions, and Department Heads	4877
Prepares or reviews all ordinances, resolu- tions, contracts, real estate documents and other legal documents required for City business	
Prosecutes violations of the Municipal Code	
Represents City in Civil litigation and claims	
Does <u>not</u> give legal advice to citizens on personal legal problems	

(Organizations or Commissions for which City department is liaison  
is designated in italics.)



5. CITY CLERK'S OFFICE

4826

Compilation and distribution of Council  
agenda and packets  
Distribution of resolutions, ordinances,  
and Administrative Regulations  
Election Officer on Municipal Elections  
Legal publication of notices and ordinances  
Maintenance of Municipal Code volumes  
Notaries Public  
Records Custodian of City documents  
Records Management Program  
Recipient of bids until bid opening date  
Telephone Answering--City Hall main lines  
Voters' Registration

6. CITY CONTROLLER'S OFFICE

Accounting:  
General (Accounts payable, City bills, purchase 4852  
order processing, funds available)  
Financial reporting, inventory control 4854  
Accounts Receivable: (Ambulance, Day care,  
property damage and miscellaneous City 4851  
billings, except water)  
Customer Services - Utilities:  
Refuse billing and questions 4843  
Water billing and questions 4843  
Water service requests (on and off) 4843  
Licenses and Permits:  
Business licenses 4845  
Regulatory permits 4847  
Payroll: (For paycheck distribution only, see  
Revenue Management) 4853  
Revenue Management:  
Cashing of City Hall petty cash slips 4847  
Paycheck distribution 4847  
Payment collection 4847

7. FIRE DEPARTMENT

4902

Civil Defense information  
Community relations on fire education and training  
Fire prevention--inspection  
Information on Paramedics Program  
Paramedic and Fire emergencies  
Weed abatement in hillside areas





8. LIBRARY 4721

Administration	4711
Audio-Visual Department	4731
Auditorium and Conference Room	4711
Books & material--acquisition & processing	4729
Children's Library	4725
<i>Fine Arts Advisory Committee</i>	4711
Fine Arts Research Library	4720
<i>Friends of the Library</i>	4711
Lending of Library books & materials	4722
Reference--Readers' Advisory	4715
<i>Sister Cities Organization</i>	4711
Special Programs: Film showings, exhibits story hours, Sunday afternoon at the Library programs, etc.	4711

9. PLANNING 4881

Advance planning (General Plan)	
<i>Architectural Commission</i>	
Architectural plan review	
Conditional use applications	
Condominium subdivision applications	
Current planning (zoning)	
Environmental Assessments	
<i>Environmental Review Board</i>	
In-lieu parking	
Land subdivision applications	
<i>Planning Commission</i>	
Planning development and implementation	
Senior Housing	
Zone change applications	
Zone variance applications	

10. POLICE

Administration	4944
Auto theft	4955
Communications (switchboard & radio)	4951
Community relations	4809
Detectives	4955
Fingerprinting--I.D. Bureau	4971
Juvenile	4934
Parking Enforcement (Parking Officers)	4875
Patrol, Watch Commander	4949
Records	4941
<i>Solicitations Advisory Commission</i>	4946
Traffic (Accidents, information, parking data)	4870
Ticketing during evening, weekends & holidays	4949
Training and personnel	4969

(Organizations or Commissions for which City department is liaison  
is designated in italics.)



11. PUBLIC SERVICES DEPARTMENT

Administration - Coordination for all Public Services divisions	4893
Engineering Division	4893
Design of public services projects involving calls for bids or award of contract on purchase requisitions	4893
Permits for public <u>right-of-way</u> uses, including photography, parking of vehicles in streets during construction, sandblasting, heavy hauling	4907
Permits for driveway installations and inspections	4907
Property maps (tracts and lots with dimensions)	4907
Sewer location calls	4907
Sanitation Division	4993, 4999
Commercial Refuse Enterprise (Calls re billing, refer to 4843)	
Collection of refuse on scheduled basis	
Inspection and enforcement of sanitation ordinances	
Mechanical brush collection	
Public receptacles	
Rodent control program	
Weed abatement program on vacant lots south of Sunset Boulevard	
Service Center	4999
Accounting for field divisions	4777
Personnel information for field divisions	4778
Street and Subdrain Division	4811, 4999
Cleaning & maintenance of subdrains & sewers	
Obscene writing removal on walls and sidewalks	
Removal of nails, glass, oil, etc., in streets and alleys (especially on calls from Police on accidents)	
Repair and installation of asphalt streets	
Repair and installation of concrete curbs and sidewalks	
Street sweeping and alley sweeping	
Street Trees	4797, 4999
Plants and trims all street trees in <u>parkways</u> throughout the City	
Tree pruning and spraying to control pests on City trees and trees in <u>parkways</u>	





11. PUBLIC SERVICES DEPARTMENT (Continued)

Water	
Administration	4856
Damaged or leaking fire hydrants, water meters, broken or leaking main	4999
Emergency water shutoff	4843, 4999
Inquiry on Water system information	4859
No water---low water pressure	4843, 4859
Payment of water bill	4843
Rainfall for Beverly Hills	4893
Request for turn-on or off of service	4843
Water construction projects	4859

Maintenance Services:

Building Maintenance Division	4834. 4785
Building repairs for City buildings	
Elevator and air conditioning problems	
Provides services to all City departments on an "as required: basis	
Represents City in contractual obligations regarding maintenance and repair of City real estate, except parking structures	

Custodial Services:	4835
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Vehicle Shop	4785
Fuel station for all City vehicles	
Repair and maintenance of City vehicles and equipment	
Supervises Vehicle Management and Inventory control system of all City vehicles	
Tooling	

12. RECREATION AND PARKS DEPARTMENT

Administration office	4864
Classes in drama, dance, music, adult classes	4751, 4995
Concerts in the Park	4995
Day Care Center, day camps	4761
Employee's Recreation Program	4754
Greystone Use policy	4754
High School athletic facilities	4864
Lawn Bowling Clubhouse	4979
Outdoor Education Program	4753, 4756
School playgrounds	4864, 4765
Senior Citizens Center	4759
Parks Maintenance	4863



13. TRAFFIC AND PARKING DEPARTMENT

*Traffic and Parking Commission* 4871

Administration and Traffic Engineering 4871

Aerial photographs

Coordination of all divisions

Contract administration

Hardship variances for metered parking

Permits and plan review

Preferential parking

Taxi administration

Traffic and detour plan review

Traffic engineering

Valet parking

Parking Facilities 4871

Contract administration

Maintenance and operations

Planning

Revenue accounting

Parking Meters 4757

Collection

Installation and removal

Maintenance

Traffic Operations 4787

Bus benches

Electrical maintenance

Pavement markings

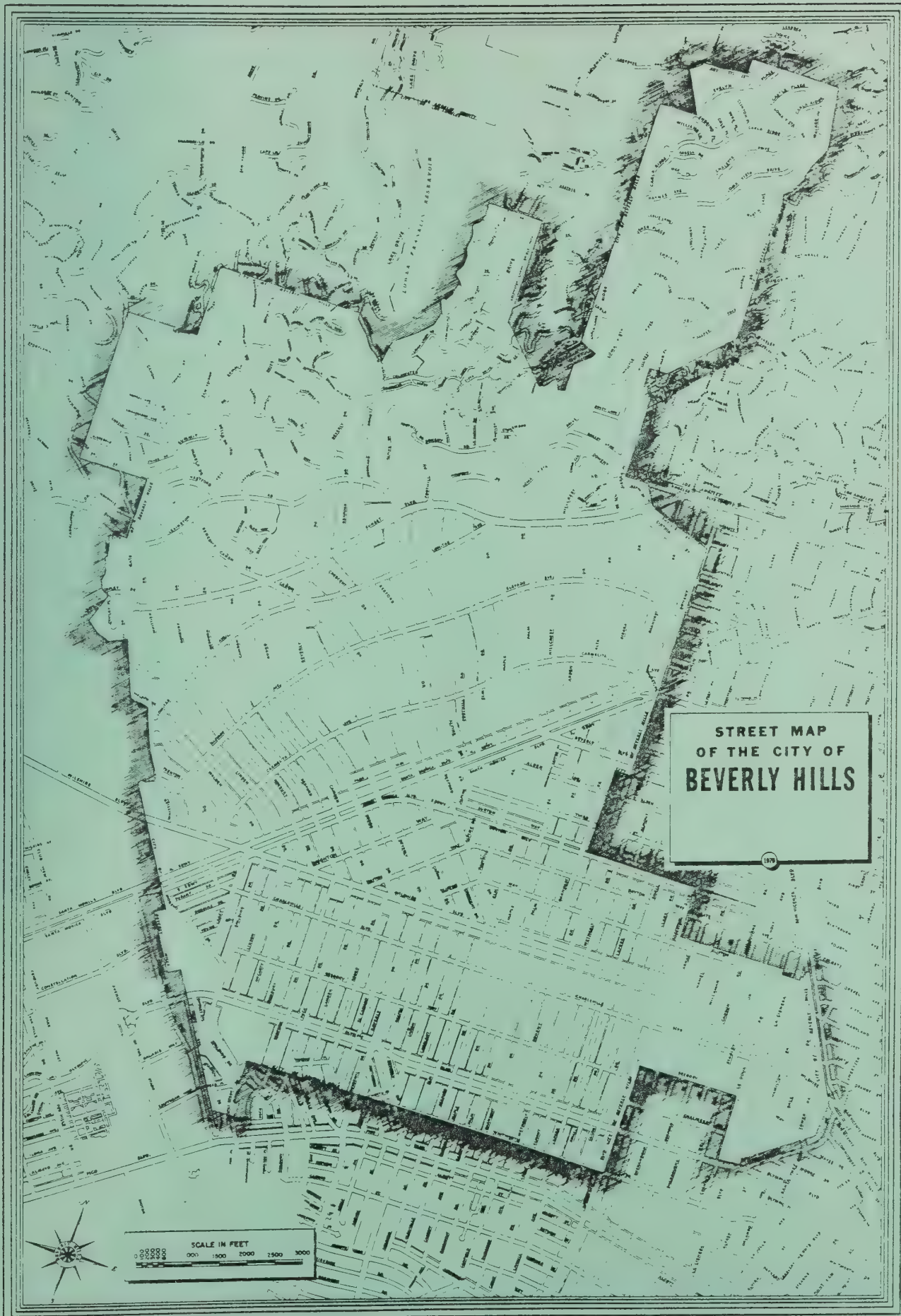
Street lighting maintenance

Traffic signal maintenance

Traffic signs installation and maintenance

(Organizations or Commissions for which City department is liaison  
is designated in italics.)





STREET MAP  
OF THE CITY OF  
BEVERLY HILLS

SCALE IN FEET  
0 500 1000 2000 2500 3000







## GOING INTO BUSINESS IN BEVERLY HILLS

The following information concerning the conduct and operation of a business within the City of Beverly Hills is of a general nature. For specific or detailed information you are advised to contact the appropriate City, County or State Office (see telephone numbers below).

**CERTIFICATE OF TENANCY:** SEC. 9-1.03 BHMC, requires a Certificate of Tenancy be obtained prior to moving into any business location in the City of Beverly Hills. Contact the Building Department or apply at License Division, City Controller's Office.

**BUSINESS LICENSE:** SEC. 6-1.204 BHMC, requires a Business License Tax Certificate be applied for within 30 days from the start of business. All businesses, i.e., Non-professional Services; Professional Services; Retail, Wholesale, Contractors; Apartment Building Owners, Rental of Commercial Property and others are licensed according to business type. Apply at the License Division, City Controller's Office.

**REGULATORY PERMIT:** Title 6 BHMC, requires certain types of businesses to obtain a special permit prior to making application for a Business License. Some of the businesses that are required to obtain this permit are: Amusements, Clubs, Auctions, Escort Bureaus, Massage, Motion Picture/Television Filming, Police Patrol, Second Hand Dealers, Pawnbrokers, Peddlers, Taxicabs, Transient Merchants, Solicitors/Canvassers and others. Apply at the License Division, City Controller's Office.

**FICTITIOUS BUSINESS NAME:** The Los Angeles County Clerk's Office accepts applications for recording fictitious business names. Contact that office for further information.

**RESALE NUMBER:** The State Board of Equalization issues a resale number to every business selling retail merchandise for which sales tax is collected. For further information contact the West Los Angeles Office serving Beverly Hills.

**ALCOHOLIC BEVERAGES:** The sale of alcoholic beverages is under the regulation of the State Alcoholic Beverage Control Board.

**SALE OF FOOD:** The sale of food is regulated by the Los Angeles County Health Department.

**ZONING:** No business can be conducted from a residential zone. Contact the Building/Safety Department for specific information.

**SIGN PERMITS:** There are strict sign regulations in Beverly Hills. Contact the Building and Safety Department prior to construction or use of signs in the City.

**USE OF PUBLIC PROPERTY:** The use of Public Property by private business requires City approval. Contact the Public Works Department for further information.

**BUILDING PERMITS:** Special construction permits are required prior to construction or alteration of a structure in the City. Contact the Building and Safety Department.

**USE OF COMMERCIAL PROPERTY:** An investigation into the proposed use of commercial property may be necessary depending on the type of business activity, i.e., Industrial, manufacturing or businesses that affect parking availability. Contact the Building and Safety Department.

### BEVERLY HILLS CITY OFFICES (Telephone 550-4700)

POLICE ..... 550-4951  
FIRE ..... 550-4902  
LICENSE DIVISION ... 550-4845  
BUILDING  
DEPARTMENT ..... 550-4915  
PUBLIC WORKS  
DEPARTMENT ..... 550-4893

### LOS ANGELES COUNTY OFFICES (Telephone 974-1311)

COUNTY CLERK ..... 974-5221  
COUNTY HEALTH .... 829-2911

### CALIFORNIA STATE OFFICES (Telephone 620-3030)

BOARD OF  
EQUALIZATION .... 820-1411  
ALCOHOLIC BEVERAGE  
CONTROL BOARD. . . 620-4264

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